2012 IIF Q3 Proactive Plan		3	week	of 6/	4		Wei	ek of 6	5/11		W	eek of	f 6/18		,	week	of 6/:	25		We	ek of 7	'/2		weel	c of 7/	9		week	k of 7,	/16		wee	k of 7	/23
	TO DO/ contacts/ Materials	МТ				S., NA	т	υ		Su N		W P	6, 16	: c,,	МТ	r w	В Е		ii M	T W		: [] [T 1M/	ь г		L NA	T W		= I s I s	Su M		RF	
Frame Up / Ground work		IVI	VV	, ,	3 2	SU IVI	1 0	V	F 3	Su IV		VV	F 3	5 50	IVI I	VV	N F	3 2	SU IVI	1 00		3 3	u IVI	1 VV	K F	5 Su	IVI	1 00	K	3 .	Su IVI	1 00		3
Finalize Plan with IIFLT and Richmond Leadership Team	Letter from Jay Peterson/ IIFLT							\top	$\neg \neg$		\top			П		\top		\top	\top	\top			\top	$\neg \neg$							$\neg \neg$	\top		П
Discuss synergy with TAP ROOT investigation Team - with Lessons Learned	·							\top			\top			\top		\top		\top	\top		П			\top							廿		\sqcap	П
Sharing What were the findings, how can we leverage the findings with	Ongoing with Investigation Team/																																	
activity? What is the timing?	Meaghan?																																	
Q3 - Manager/ Supervisor Announcement - Cascade the purpose of the Q3			П	T		\Box		TT	11							11		TT	\Box		П		11	\Box		П					\Box		П	П
Proactive Plan is to Raise awareness, reinfoce BPRO objectives,																																		
	email from the IIFLT																																	
Q3 - Refinery Wide Announcement	email from the IIFLT					T		TT	\Box		\Box		П	П										\Box		П					T		П	\Box
Develop and Order - All Banner/ Image Materials (Multiple sized banners and											П		П	П				П						П		П							П	\Box
location selections)	Tina Toriello, Comm. Team																																	
Make updates to the Near Loss Card - with Stop Work Authority designation																																		
	Contacted Monica Branham/ Nicole																																	
	Mendoza for update, 5/ 23																																	
Refinery Significant HES Opportunities																																		
SRU Shutdown											\prod																							
Contractors Safety Forum																																		
RI Updates for 9920, 341, 395 (confined Space, work permitting, FRMS)																																		
																																	Ш	
Operational Discipline Coaching and Plan - High risk Opportunities								П			П			П				П	П					П									П	П
Enagement Activities																																		
Remove all old banner materials from All Locations (Admin. Assistants)								П																										
Post all new Banner Material			TT		\vdash						\top	\top		\top	\vdash	\top		TT						\top			T			11	\top	\top	\vdash	\forall
Activity - Supporting the TAP Root Investiongation - Action Requested? Fill out			TT	十	\Box	$\dashv \dashv$	\neg	\top	\top		\top	_	\vdash	\top	\top	\top		11	П								П			11	\top	\top	\vdash	\top
a green card? Safety Suggestion or Other? Or Fatality Prevention? (VIDEO)																								Ш			Ш							
Banner/ Image - Is Everyone Accounted for?			TT	\top	\Box	\top		11	\top	\neg	\top	\top	TT	\top	\vdash	\top		T	\top	十	H	11		\top		Н	П		H	11	11	\top	\vdash	\top
Banner/ Image - Friends Too Precious to Lose. (IIF Champions?)			TT	\top	Ħ	\top		\top	\top	\neg	\top	_	TT	Ħ		\top	\neg	\top	\top	1	H	11	\blacksquare			П	П		Ħ	11	11	\top	\vdash	\Box
Banner / Image enlarged green card - What we discovered from Activity			TT	\top	\Box	$\dashv \dashv$	\dashv	11	\top		\top		\vdash	\top	\vdash	\top		\top	\top	十		11	11	\top		Ш	TT		Ħ		11	\top	\vdash	\top
Here are some of our "Near Loss Cards"																																		
IIF Commitment Workshop - June 26 & 27 - (Target areas - OD, CP)			TT	\top	Ħ	\top		\top	\top		\top		Ħ	Ħ				\top	\top	十	H	11		\top		H	\Box		Ħ	11	\top	十	\vdash	\top
IIF CWS follow up? Send follow up Letter response? OD support, Every Task,			TT	\top	\Box	$\dashv \dashv$		11	\top		\top	_	\vdash	\top		П		\top	\top	十		11		\top		Ш	Ħ		Ħ	11	11	\top	\vdash	\top
the right way, Every time EERM?																																		
Employee Picnic scheduled for August - reinforce Off the job/ family safety,						\Box		\top	T		П			П		П		TT	П					o		П				11			П	
Operational Discipline? Calendar drawing contest.																																		
Pulse Survey - SWA, OD,						П					П		П	П		П		П	П					П		П							П	П
BPRO - Follow up sessions	Request for Aug/ Sept.								┚				Ш					Ш		╧														
Astronaught Mike Mullane - Normalization of Deviation	Request for Aug/ Sept.		$\Box \uparrow$								丌		$\Box \Box$						丌					┰									$\Box \top$	
Fatality Prevention Discussion - TBD - could be with BPRO discussion?			\Box			П		\Box	\sqcap		П	\neg	П	П		\Box		П	$\top \top$	\top	\sqcap		\Box	\sqcap			\sqcap			\Box	П	\top	\Box	\Box
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Synergy with OD Coaching Plan?											oxdot			$oxed{\Box}$				\prod													$oxed{\Box}$			
Any follow through activities									Ш							Ш			$oxed{\Box}$														Ш	
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Materials Delivered confirmed			$\Box \Box$			Ш					$oldsymbol{oldsymbol{oldsymbol{\square}}}$		\Box	$oldsymbol{\perp} oldsymbol{I}$				\prod	$oxedsymbol{oxedsymbol{oxedsymbol{oxed}}}$		$\Box \Box$			$oldsymbol{oldsymbol{oldsymbol{\square}}}$						\prod	Ш		$oxedsymbol{oxed}$	
Update IIFLT Website with activities and files			\coprod		$\Box \Box$	$oxed{\Box}$		$oxed{\Box}$	\Box		\Box		\coprod	Ш		Ш		\prod	\Box		$\Box \Box$	$\perp \Gamma$	\prod	\Box		$\Box\Box$	$oxed{\Box}$			\coprod	\Box	$oldsymbol{oldsymbol{oldsymbol{oldsymbol{\Box}}}$	Ш	
What's New			\coprod		\Box			\prod			$oldsymbol{ol}}}}}}}}}}}}}}}}}}}}}$							\coprod						$oldsymbol{ol}}}}}}}}}}}}}}}}$							$oldsymbol{oldsymbol{oldsymbol{\Box}}}$		\coprod	
Supervisor - Discussion Leader Delivery			Ш			Ш					Ш							\prod			$\Box \Box$									\prod	$oxedsymbol{oxedsymbol{oxedsymbol{\square}}}$		\coprod	Ш
Banner Materials Posted at Locations: TBD																																		
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Locations for banners						\sqcap					П			\Box				\prod						\Box										
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1. Main Gate				П	П	П	П		ТТ	П			П	П		П	П		П	П			П	\Box		\top	П	П	\Box
2. T/C lobby		+	$\dashv \dagger$	\top	++	\top	\top		++	\top			H	\top		H	\top		H	\top	\top		\top	+		+	一	+	\Box
3. Gate 91 Turn Style		\top		\top	11	\top	$\top \top$	11	11	\top			H	\top		H	\top	\top	H	\top	\top		11	+	11	\top	一	\top	\Box
4. Gas Pump				\top	11	\top	\top		\top	\top	11	\top		\top	\top	\Box	\top	\top		\top	\top		\top	\vdash		\top	П	\top	\top
5.Marina Way					\top		\top		\top	\top			П	\top			T			П			\top	\Box		\top	П	\top	\Box
6. Parking Lot #19					\top				\top	\top			П	\top			T			П			\top	\Box		\top	П	\top	\Box
7. Hensley Gate		\top					11		11	\Box				\top		П				П						\top	П		\Box
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Indoor Locations for banners, image				\top	\top	\top	П		\top	П			П	П			П			П			\Box	\Box		\top	П	П	\Box
Indoor 1 - Machine Shop	1			\top	\top	\top	\top		\top	П			П	П		П	П			П			\top	\Box		\top	П	\top	\Box
Indoor 2 - Boiler Shop	1																									\Box			
Indoor 3 - CTR	1								П					\prod			\prod			П				П		\Box		П	
Indoor 4 - Tally	1																П			П				Ш		\Box			
Indoor 5 - Marina Way	2																												
Indoor 6 - Cafeteria	2																									\Box			
Indoor 7 - CNT MNT	2																									$\Box\Box$			
Indoor 9 - Hydro/ Cracking Maintenance break room	1																							Ш		\perp			
10 - Outdoor - 214 Main Street, outside	1																									'	Ш		
18 - Cracking	1																							Ш					
19 - D&R	2																							Ш			Ш		
20. GMG	1			$\perp \perp$	$\perp \perp$	$\perp \perp$	Ш		Ш	$\perp \perp$			Ш	Ш			$\perp \perp$		Ш	Ш				Ш		'	Ш	$\perp \perp$	
21. RACKS - Cracking	1			$\perp \perp$	$\perp \perp$	$\perp \perp$	Ш		Ш	$\perp \perp$			Ш	Ш			$\perp \perp$		Ш	Ш				Ш		'	Ш	$\perp \perp$	
22. EOD	1	$\perp \! \! \perp \! \! \perp$	$\perp \perp \perp$	$\perp \perp$	$\perp \perp$	$\perp \perp$	Ш		Ш	$\perp \! \! \perp$	Ш		Ш	Ш		Ш	$\perp \perp$	Ш	Ш	Ш	Ш		$\perp \! \! \perp$	\sqcup			Щ	$\perp \perp$	Ш.
23. Haz Waste	1	$\perp \! \! \perp \! \! \perp$	$\perp \perp \perp$	$\perp \perp$	$\perp \perp$	$\perp \perp$	$\perp \! \! \perp$		ш	$\perp \perp$	\perp		ш	Ш		Ш	$\perp \perp$	Ш		ш	Ш		Ш	$\bot \bot$			Щ	$\perp \perp$	Ш.
24. Hydro	3	$\perp \! \! \perp \! \! \! \perp$		$\bot \bot$	$\perp \perp$	$\perp \! \! \perp \! \! \perp$	$\perp \! \! \perp$		$\perp \perp$	$\perp \! \! \perp \! \! \perp$			ш	ш		Ш	$\perp \perp$		Ш	ш			$\perp \! \! \perp \! \! \perp$	$\bot \bot$			Ш	$\perp \perp$	Ш.
25. Cogen	1	$\perp \! \! \perp \! \! \! \perp$		$\bot \bot$	$\perp \perp$	$\perp \! \! \perp \! \! \perp$	$\perp \! \! \perp$		$\perp \perp$	$\perp \! \! \perp \! \! \perp$			ш	ш		Ш	$\perp \perp$		Ш	$\perp \perp$			$\perp \! \! \perp \! \! \perp$	$\bot\bot$			Ш	$\perp \perp$	Ш.
26. Hensley - training for	1	\perp		$\bot\!\!\!\bot$	$\bot\bot$	$\bot\!\!\!\bot$	$\bot \bot$	$\perp \perp$	\bot	$\bot\!\!\!\!\bot$	Ш	\perp	 ш	$\bot\bot$	\bot	Щ	$\bot\!\!\!\!\bot$	Ш	Ш	ш	Ш	\perp	$\bot \bot$	 $\bot \bot$	$\perp \perp \downarrow$		Щ	$\bot\bot$	44
Cracking Offices	2																							$\perp \perp$			Щ		Ш
TC	3																												
Admin	2																												
Fitness Center -	1																												
136 Main	1																												
Fire house	1																												
Wharf	1																												
B&S	2																												
Gate 91	1																												

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